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Approved For Release 2001/08/02 : CIA-RDP78-03991A000400050012-9

TO : Chief of Logistics

NOV 24 1954

FROM : Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Production Report (continued item) -- The Weekly Production Report is attached.

2. PROJECTS

a. Air Conditioning (continued item) -- In order that sufficient electrical power be available for operation of recently installed equipment and air conditioning, a larger transformer will be installed by PEPCO. To accommodate the larger transformer, the present transformer room will have to be enlarged. PBS has added this requirement to the existing general remodeling contract to expedite completion. PBS is awaiting confirmation from [REDACTED] It is planned to remodel the transformer room prior to installation of the 2500 amp breaker which has been received.

b. Renovation of Space for Motion Picture Facilities (continued item) -- GSA has not advised us of a commencement date on this project.

c. Securing the Large Press Room (continued item) -- During the week the installed expanded metal has been cleaned of excessive grease. The metal will not be painted at this time. We understand Contract Branch, Procurement Division, has released the contract for installation of the ADT system. It is expected that this work will begin in the near future.

3. OTHER ITEMS OF INTEREST

a. Psychological Warfare Materials (continued item) -- The new four color job of a million copies on gummed stock has been received. All PP/W work is progressing satisfactorily.

b. OTR Motion Picture Support (continued item) -- The Pentagon film is in final stages of completion and it is expected that the release prints (probably five) will be completed in approximately one week.

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Work continues on the WAGG material. Film development has shown that about 800 feet of film will have to be reshot due to flickering in the exposure light.

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c. Rush Work (continued item) -- ORR has 19 jobs in the Plant; four are waiting ORR final approval. Five reports were delivered during the week.

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d. Field Printing Capabilities for PP/W Work (continued item) -- The survey Mr. [REDACTED] conducted in the DD/P area indicated that printing requirements would be nearly equally divided between headquarters (P&RD) and field installations. A translation of requirements to be placed on P&RD indicated that present equipment and personnel could not meet the necessary production. Mr. [REDACTED] was advised and told that in order for the requirement to be met, additional personnel would have to be approved and recruited, and that support in this matter would be requested of DD/P. Mr. [REDACTED] then advised that he thought the requirements as shown in the survey were somewhat high and that it would not be proper for DD/P to support any request for additional personnel for P&RD. It is generally agreed now that present P&RD facilities can meet DD/P requirements in PPW printing. This item will not be reported again unless new circumstances warrant additional reporting.

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e. Printing of Supplemental Newspaper Clippings (continued item) -- All clearances and approvals have been obtained for the purchase of two Stenafax machines. LO/PD is processing the purchase request and upon their arrival production will begin.

f. Dissemination of Agency Regulatory Issuances (continued item) -- A meeting with OCD has been scheduled for Friday, 26 November 1954.

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g. Daily Publications (continued item) -- The A. B. Dick paper has been received and one weeks trial will begin 29 November.

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Mr. [REDACTED] from the Communications Office will visit the Reproduction Plant 26 November 1954 to see if he can devise some means of eliminating static from the mimeograph paper used in [REDACTED] publications.

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h. Minicard (new and complete) -- P&RD representatives attended a lecture by Eastman Kodak experts on "The Application of the Kodak Minicard System to Problems of Documentation". Basically the system combines features of microphotography and card systems such as IBM.

4. SPECIAL PROBLEMS

a. None.

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